

Richland Community Library Board Minutes

September 20, 2017

Members Present: Chris Cupper, Tim Czerney (left at 8:21 PM), Anne Howley-O'Brien, Doug Jonas, Raenell Kent, Tom Krawczyk, Liz Walbridge

Members Absent: None

Others Present: Dennis Kreps

Call to order: President Kent called the meeting to order at 6:07 PM.

Approval/Amendment of Agenda: A motion was made to approve the agenda as presented. (Czerney/Walbridge) The motion was approved.

Guests/Public Comment: None

Action Item Capture: Ms. Walbridge will capture action items at this meeting.

Review and Approval of August 16, 2017 Minutes: A motion was made to approve the minutes as amended. (Cupper/Walbridge) The motion was approved.

Review of the Financial Reports: A motion was made to defer acceptance of the financial reports pending corrections noted in action items from this meeting. (Jonas/Krawczyk) The motion to defer acceptance was approved.

Friends of the Library Report: The FOL will meet this Friday, September 22, 2017.

Library Director's Report:

- a. Facilities & Technology projects-update: The new front door has been installed and is functional.
- b. Programs and Outreach activities: Summer programming has concluded. Staff that was involved in the planning and execution were quite pleased with the outcome.

Committee Reports:

- a. Budget & Finance: This committee did not meet within the last month.
- b. Personnel: This committee did not meet since the last board meeting.
- c. Technology & Facilities: This Committee met with the Director recently. The new printer/copier has been installed and is operational.
- d. Policy Committee: This committee met in August to view changes made by the attorney to the FOIA document. They will present the FOIA document for Board approval at the October meeting. The Bookkeeper recommended there is sufficient money in the miscellaneous fund to cover discretionary expenses. The Library will contact our auditor to determine their point of view on this matter. Mrs. Kent will contact Ms. Brinkerhoff, President of FOL, to determine their interest in underwriting this expense.

Old Business:

- a. Updating of signature cards: New signature cards will be signed at the appropriate financial institutions after new Board officers are in place.
- b. Library public service hours: The Budget Committee needs to meet and consider several options for extending service hours.

New Business:

- a. Hawk Fund reimbursement request: A request is being made that the Hawk Fund underwrite the purchase of an updated early literacy station for the Children's Dept. The current early literacy station is heavily used, several years old and seriously outdated. A motion was made to approve this purchase and request. (Cupper/Czerney) The motion was approved.
- b. Liability Insurance annual renewal: This policy needs to be renewed by November 1st. It was noted there is an increase of \$30 from the same policy last year. There was a request the policy from last year be compared to the proposed policy for this year to determine justification for the increase.
- c. Michigan Library Association Conference: The Director and Ms. Berry will attend the MLA conference October 18-20 in Lansing. Ms. Berry will also be a presenter at the conference.
- d. Staff Recognition Event: Possible sites for this annual event will be explored by the Director.
- e. Slate of Officers: A slate of officers was presented for 2017-2018: President, Tom Krawczyk; Vice President, Liz Walbridge; Treasurer, Doug Jonas; Secretary, Chris Cupper. The candidates were unopposed and the nominations were closed. A motion was made to approve this slate of officers. (Czerney/Krawczyk) The motion was approved unanimously.
- f. Board Committee Assignments: This document will be revised and presented at the next meeting.

Action Item Review: Action items generated at this meeting were reviewed by the Board.

Adjournment: There being no further business before the Board the meeting was adjourned at 8:47. (Howley-O'Brien/Krawczyk) The next meeting is scheduled for October 18, 2017 at 6:00 PM.

Respectfully submitted,

Raenell Kent, President

Chris Cupper, Secretary

Approved: October 18, 2017